

POLICY

Effective Date: December 11, 2006

Approved By: President's Council

Authority: RCW

Cancels:

See Also:

POL-U5341.03 DISTRIBUTING PAYROLL PAYMENTS*This policy applies to all university employees.***Definition:**

ACH Direct Deposit – electronic funds transfer of payments from the university's bank account to a participating payee's bank account.

Financial Repository – refers to the university's primary system for recording, processing, and maintaining financial data.

1. Accounting Services Distributes Payroll Payments

Accounting Services will distribute payments by ACH direct deposit or mail.

2. University Actively Encourages ACH Direct Deposit Enrollment

Employees and students are actively encouraged to enroll for ACH direct deposit of payments to increase payment efficiency and the reliability of payment under unusual circumstances (natural catastrophe, severe weather, etc.).

3. University Cashier Verifies Identity

When a payroll check is to be distributed by the University Cashier, the cashier will verify the identity of the payee or authorized representative of the payee.

4. University Cashier Ensures Payroll Checks Are Mailed After Two Weeks

When a payroll check has been delivered to the University Cashier, and the check has not been picked up within two weeks of the pay date, the University Cashier will mail the payroll check to the employee's W-2 address.

5. Employees and Students Are Responsible to Update Current Address and ACH Information

Employees and students must update their W-2 address and bank account information in the university financial repository as necessary.

6. Accounting Services Delivers Uncashed Check Payments to the State Unclaimed Property Division

Payroll checks that are outstanding in the university's bank account over one year after the issue date will be reported and delivered to the State's Unclaimed Property division.